

# HSPD-12 PIV-1

## DOC ENROLLMENT OFFICIAL

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### Role:

Serves as a Sponsor proxy by performing identity proofing for Applicants located remotely from the Sponsor/Registrar.

### Must Be:

- A Federal employee
- Authorized in writing by the PCIF Manager
- Trained on Enrollment Official responsibilities
- In possession of PIV card

### Location-Specific Details:

PCIF's Operation Plan/procedures further delineate details of the Enrollment Official's duties at each location.

### Acronyms:

HSPD-12: Homeland Security Presidential Directive – 12

NACI: National Agency Check with Inquiries

OSY: Office of Security

PCIF: PIV Card Issuing Facility

PIV: Personal Identity Verification

## QUICK START

### New Card Issuance

1. **Receive** from Sponsor:
  - Signed PIV Request Form
2. **Receive** from Applicant:
  - I-9 form and background investigation documents
  - Two completed fingerprint cards
  - One passport-quality photo (or take photo of Applicant)
  - PIV training certificate
3. **Identity proof:**
  - Review background investigation documents for completeness
  - Visually inspect, validate, and copy identity source documents; verify that picture on identity documents is of Applicant
  - Complete and sign PIV Request and I-9 forms
4. **Send** to the Sponsor by secure delivery means (e.g., Registered Mail/FedEx):
  - PIV Request Form\*
  - I-9 Form\*
  - Investigative documents
  - Fingerprint cards
  - Photo\*
  - PIV training certificate\*

### Card Renewal

1. If neither background investigation nor I-9 on file, **complete** Steps 1 through 4 above.
2. If a background investigation is on file:
  - a. **Receive** PIV Request Form from Sponsor
  - b. **Receive** or take updated photo of Applicant
  - c. **Identity proof** (see #3 above), upon Sponsor request, if no I-9 on file
  - d. **Send** to the Sponsor by secure delivery means (e.g., Registered Mail/FedEx) the items asterisked (\*) in #4 above.